

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

January 14 - [City Council Meeting Agendas](#)

Looking Ahead

Monday, January 20: City offices closed, Park closed, Transit cancelled, Courts closed (MLK Jr. Day)

Tuesday, January 21: Economic Development Authority, Planning Commission meetings

Thursday, January 23: Parking Authority, Social Services Board meetings

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- NEW 1/15/2020 - City Snow Removal



"When they're calling for three inches and we need to get it plowed, who's gonna get it fixed - it's the Snowman." ❄️ The Snowman is the latest hero to join Michael Recycle in the City's [Service League](#).

City Manager's Takeaways

In order to be closer to my aging parents, I have accepted a position in Greenville, SC as the Deputy City Manager. My last day in Winchester is March 16, 2020. The City of Winchester will always hold a special place in my heart. This move is bittersweet and I am grateful for the support I have received and the many friends I have made over the years.

- [Read 1/16/2020 News Release](#)

Public Input meeting scheduled for WFRD study on January 21 has been postponed (requested by consultant) to allow for more time to review year-end data.



Public Safety

Winchester Police

- Attended I-81 bridge construction meeting, Breath Alcohol training, and 2020 Apple Blossom Festival planning meeting.
- Compiled and provided 2019 yearly stats to Communications.
- Participated in conference call for NG-911 project.
- Scheduled police applicant testing for 2/7 and 3/13.
- Completed new impound lot and entered 3 vehicles.
- Worked with Communications to begin developing a new true crime podcast.
- Received 8 FOIA requests and finished 5.
- Crime stats:
 - Crimes against persons (felony) - 5
 - Crimes against persons (misdemeanor) - 7
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 0
 - Property crimes -13

Winchester Fire and Rescue

- At the request of the consultant, the Public Input meeting for WFRD study scheduled for January 21 has been postponed to allow for more time to review year-end data.
- Held Battalion Chief communication meeting.
- Continued work on completion of the burn building.
- Prepared for ACLS recertification class that will occur next week for all ALS providers.
- Added two new members to the Field Training Officer program to be mentors.
- Conducted refresher certification for CPR for the Emergency Communication Center.
- Added 34 applicants thus far to the eligibility hiring list.
- Recorded video for Public Input Session with Communications.
- Conducted a joint site visit at the Afresh Church with the Zoning and Inspections Office.
- Attended a presentation by neighboring Fire Marshal's Office for an Arson Fire Case Study.
- Hagerstown, MD Fire Marshal's Office provided a presentation to our office on a 360 degree camera and fire/crime scene software package.

Police Activity	#
Calls for Service	791
Crash Reports	88
DUI/DWI	4
Alarms/False Alarms	21/21
Directed Patrols	52
Directed Patrols (OTW)	6
Extra Patrols	88
Extra Patrols (OTW)	0
Traffic Citations	44
Traffic Warnings	59
BWC requests	-
Special Events Permits Received/ Approved	8/0 12 YTD

Fire Activity	Fire Activity
Fire	1
Overpressure	0
EMS/Rescue	97
Hazardous Cond.	0
Service Call	8
Mutual Aid Given	3
Good Intent	3
False Alarms	5
Special Incident	0
Plan Review	3
Reinspections	4
Inspections	11

Emergency Management

- Attended the bi-monthly Northern Valley Emergency Planning Team coordination meeting at Frederick County Public Safety Center.
- Worked with the Communications Department on aerial imagery for publication.
- Met with Social Services and the Virginia Health Department to discuss mass sheltering.
- Provided access to the Jefferson St. radio communications site for generator maintenance..
- Attended the Risk and Safety Committee meeting.
- Delivered the mobile command bus to the City garage for electrical maintenance.
- Provided Everbridge training to City Sheriff staff.
- Met with the Parks and Recreation Director to discuss mass sheltering.
- Met with Fire and Rescue and WDSS to discuss emergency roles.
- Met with Communications and Engineering to discuss Flood Awareness.
- Participated in an Everbridge webinar on Integrated Public Alert & Warning System capabilities.

Development Services

Planning

- Staffed the January 14 Council work session where one Conditional Use Permit (CUP) case was forwarded to the January 28 Council meeting for public hearing and one Zoning Text Amendment was forwarded for First Reading. Two CUP cases were tabled until the February 11 work session.
- Continued work on the Comprehensive Plan update including revisions to the update of Chapter 8 (Community Facilities) and Chapter 9 (Future Development). Met with a planning consultant on January 15 to discuss graphic services that will be sought for the exhibits in Chapter 9 and Chapter 11.
- Attended the January 15 Metropolitan Planning Organization Policy Board meeting where overviews of studies were provided by VDOT officials and an update on the Long-Range Transportation Plan was provided.
- Staffed the January 16 Board of Architectural Review meeting where three cases were on the agenda.
- Recorded another episode of Winchester 101 history podcast. The focus of this episode was Civil Rights history in Winchester in recognition of Martin Luther King, Jr. holiday.
- The January 16 Northern Shenandoah Valley Regional Commission board meeting was cancelled.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Economic and Workforce Development

- Continued working with auditors on completing the FY17 and FY18 EDA audits.
- Participated in Shenandoah University (SU) Business Symposium Planning Committee meeting.
- Met with Comprehensive Planning consultants to discuss redevelopment concepts throughout the city.
- Conducted two Business Retention/Expansion meetings with Winchester businesses.
- Attended the Department of Housing and Community Development "How to Apply" workshop for grants and community development programs.

Arts and Vitality & Old Town

- Compiled promotional information for Chocolate Escape on February 8.
- Submitted FY20 Virginia Commission for the Arts grant final report.
- Continued planning for the 2020 Farmers Market season to begin in May.
- Updated OTW app and web listings.
- Assisted 8 tourists and 6 locals at the Old Town Welcome Center.
- Held Old Town Advancement Commission Design and Promotions committee meetings.
- Attended the Old Town Business Association meeting.

Winchester/Frederick County Tourism

- Attended the annual [American Bus Association \(ABA\) Marketplace](#) in Omaha. Had over 20 one-on-one and many more casual meetings with bus and group tour planners from around the United States, and also volunteered with the Shenandoah Valley Travel Association and Virginia Tourism Corporation teams while there.
- Held the January Tourism Board meeting on Thursday, with a successful vote on updating our bylaws and an update presentation by the BCF creative firm on the results of the stakeholder interviews and timeline for the rest of the project.
- Continued creative design of the 2020 Visitor Guide.
- Posted and shared the BBC music roots documentary that filmed partially in Winchester back in early 2019. [Watch](#)

Zoning and Inspections

- Completed:
 - 79 building permit inspections and issued 27 building permits (\$268,286)
 - 174 code enforcement inspections and initiated 36 new cases
 - 4 new business reviews (4 certificate of business, 0 certificate of home business)
 - 2 PDSP permits
- Removed 20 signs from the public right-of-way (YTD=22)
- Significant projects:
 - 1415 Amherst Street – electrical work (\$110,000)

Permit #	Type	Address	Description	Value
20 00000026	NGAS	28 W HART ST	NEW GAS LINE FOR SPACE HEATER	\$800
20 00000009	MECH	2136 DOUGLAS ST	REPLACE HEAT PUMP & A/C	\$6,000
20 00000009	PLBG	2136 DOUGLAS ST	REPLACE FIXTURES	\$3,000
20 00000009	RREM	2136 DOUGLAS ST	INTERIOR REMODEL	\$10,000
19 00004542	SIGN	1954 ABRAMS CREEK DR	BLDG MOUNTED & FREESTANDING SI	\$487
19 00003699	PLBG	805 N LOUDOUN ST	ADD NEW FIXTURES	\$4,000
20 00000034	PLBG	212 N KENT ST	EXPANSION TANKS	\$400
20 00000032	MECH	361 E PICCADILLY ST	REPLACEMENT HEAT PUMPS	\$9,000
20 00000033	NGAS	624 KERNSTOWN CT	REPLACE EXP TANK & W/H	\$0
19 00002327	MECH	100 N LOUDOUN ST	INSTALL DUCTLESS SPLIT SYSTEM	\$7,000
20 00000038	MECH	28 30 E PALL MALL ST	VENTILATION FAN	\$150
20 00000044	PLBG	117 119 E LEICESTER ST	EXPANSION TANK	\$200
20 00000047	NGAS	811 WINDER CT	REPLACE A/C & FURNACE	\$0
20 00000045	PLBG	115 N WASHINGTON ST	EXPANSION TANK	\$200
20 00000038	PLBG	28 30 E PALL MALL ST	ADD SHOWER, DISHWASHER & VENT	\$700
20 10000017	PSPS	0 LOUDOUN ST MALL	PORTABLE SIGN	\$10
19 00002339	ELEC	1415 AMHERST ST	REMODEL	\$110,000
19 00004512	ELEC	719 ACADEMY CIR	REPLACE SERVICE	\$900
19 00003518	MECH	1944 VALLEY AVE	NEW HEAT PUMPS	\$15,000
20 10000017	PSOV	0 LOUDOUN ST MALL	JAN. 11, 18, 25, 2020	\$75
19 00004547	ELEC	616 S KENT ST	TEMP SERVICE	\$1,200
20 00000051	NGAS	435 MOSBY ST	NEW FIREPLACE LOGS/ RANGE	\$950
20 00000043	PLBG	26 B JACKSON AVE	REPLACE WATER SERVICE	\$3,750
20 00000033	PLBG	624 KERNSTOWN CT	REPLACE EXP TANK & W/H	\$5,664
20 00000025	BLDG	804 BUCKNER DR	BUILD ROOF OVER EXISTING DECK	\$25,000
20 00000047	MECH	811 WINDER CT	REPLACE A/C & FURNACE	\$8,300
20 00000035	NRRM	3150 SHAWNEE DR	RELOCATE 2 WALLS	\$36,000
19 00004333	ELEC	535 APPLECROFT RD	REMODEL	\$4,500

Permit #	Type	Address	Description	Value
20 00000022	BLDG	20 W CORK ST	ASBESTOS ABATEMENT	\$15,000
Total: 29				\$268,286

Public Services

- Progress continues on the Creamery Building renovations with new flooring now being installed.
- The "Welcome to Winchester" gateway signs on Valley Avenue and Amherst Street entering the City have been completed. Work on the sign on Berryville Avenue will begin soon.
- Held a preconstruction meeting at Handley Library in preparation for the HVAC system replacement project. Work is expected to begin by the end of February.
- Completed concrete placement for the new water storage tank located at the west end of Strothers Lane.
- Attended the regular meeting of the Frederick Winchester Service Authority.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	6,703
Water service lines replaced (number)	0	368
Water meters replaced (number)	88	3,345
Sanitary sewer mains replaced/lined (linear feet)	182	6,396
Sanitary sewer laterals replaced (number)	0	102
Sanitary manholes replaced (number)	1	42
Sidewalks replaced (linear feet)	726	36,414
Sidewalks repaired (linear feet)	0	123,835

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	0	Lane miles
	Potholes repaired	0	0	#
	Mowing	0	0	Acres
	Miles of streets swept	20.30	34.30	Miles
	Tons of leaves hauled	6	30	Tons

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Trees	Dead/diseased trees removed	4	9	#
	Trees trimmed	0	0	#
	Stumps removed	9	9	#
Traffic	Street signs Installed/replaced	0	2	#
	Pavement markings repainted (City)	24	26	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	130.33	273.90	Tons
	Recycling collected	36.09	55.09	Tons
	Large item pickups	2	2	#
Transit	Total passengers	2,333	4,458	#
	Revenue miles pick up/drop off	3,637	6,681	Miles
	Revenue hours pick up/drop off	339.93	628.83	Hours
Utility billing	Payments processed	1,935	3,497	#
	New bills mailed out	3,365	3,365	#
	Water services turned off (non-payment)	23	23	#
Water treatment plant	Average daily water demand	5.53	5.53	Million gallons/
	Peak daily water demand	5.76	5.85	day
Wastewater treatment plant	Average daily flow treated	7.06	6.86	Million gallons/
	Peak daily flow treated	7.52	7.52	day
Water distribution and wastewater collection	Water main breaks repaired	0	0	#
	Water meters read	1,404	3,783	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	343	343	Linear feet
	After-hours call outs	8	11	#
Engineering	Site plans reviewed	11	11	#
	Floodplain permits issued	0	0	#
	Utility as-builts reviewed	2	2	#
	Right-of-way permits issued	3	3	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	1	1	#
	Erosion and sediment control inspections	28	28	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	27	42	#
	Special events assistance	0	1	#
	Maintenance of pedestrian mall	31	59	Staff hours
Equipment maintenance	Total repairs completed	70	125	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Winchester Parking Authority	Work requests completed	7	16	#
	Special events - assistance provided	1	2	#
	Vandalism or property damage issues	0	0	#
	New monthly rentals	4	4	#
	Monthly rental cancellations	5	6	#
	Total monthly leases in all autoparks	-1	1,140	#
	Available monthly spaces in all autoparks	+1	272	#
	Hourly parkers (all four garages)	2,567	3,928	#
	Park-Mobile transactions	719	1,127	#
	Meter violations	231	376	#

Social Services

- Received 96 Benefit Program applications: 34 SNAP, 51 Medicaid, 5 TANF, 1 VIEW, 3 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 3 Home Energy Assistance Program
- Provided case management to:
 - 3,849 Medicaid cases
 - 1,493 SNAP cases
 - 64 TANF cases
 - 19 Auxiliary Grant cases
 - 20 individuals receive VIEW services
 - 55 families/95 children receive Child Care Subsidy Assistance.
 - 327 Home Energy Assistance Program cases
- Attended various trainings and webinars:
 - Assessing Safety, Risk, and Protective Capacities in Child Welfare
 - Foster Care New Worker
 - CPS New Worker
 - Child Care webinars regarding state policy and vendor management
- Screened applications for 2 Family Services Specialist positions.
- Conducted interviews for the Benefit Programs Specialist position.
- Held the Community Policy Management Team meeting on Thursday. This public meeting is held on a bi-monthly basis to provide oversight to the funding and process related to the Children's Services Act (CSA).
- Submitted Independent Living (IL) and Education Training Voucher (ETV) funding allocation requests to the Virginia Dept. of Social Services.
- Provided case management to 3 Interstate Compact on the Placement of Children (ICPC) cases.

Weekly Activity	#
Clients walk-ins/drop-offs	145/130
Child Protective Service referrals	6
Placed "on notice" for foster care entry by JDRC	8
Children in foster care	53
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	45/0
Child Protective Service (CPS) case management load	44
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/3/98
CPS family assessments & investigations of alleged maltreatment	76
Family Service intakes	7
Adult Protective Service referrals	2
Adult services case management load	9
Adult guardianships/cases	2/76
Adult Protective Service investigations/intakes	10/3
Family Services Prevention case management load	10
Uniform Assessment Instrument screenings	0

Parks & Recreation

- Accepting applications - Lifeguard, Child Care Assistant, Aquatics Specialist, and Assistant Director.
- Appointed Kim Grove as Interim Aquatics Specialist.
- Opened Swim Lesson registrations and revamped Competitive Swim Training program.
- Presented information about the Parks senior programs and facilities to a group at Sacred Heart Church.
- Met to discuss disc golf upgrades.
- Began Pee Wee Basketball, Cheer, and Indoor Soccer Leagues.
- Continuing work setting up maintenance facility.
- Continuation of leak detection and repairs at the outdoor pool area.

Communications

- Distributed the January 15, 2020 CitE-News issue. [View](#)
- Handled 4 media requests for City information and staff interviews; 5 inquiries for WPD.
- Finalized and uploaded the Mayor's 2019 Annual Report video (complete with bloopers) to social media. [Watch](#)
- Created a video announcement with Chief Garrett for the upcoming public input session at Jim Barnett Park on January 21. Later announced that the session has been postponed as requested by the consultant to allow more time to evaluate year-end data.
- Produced the first Rouss Review Podcast episode of 2020. Topics include snow plow procedures, Council BLUF, Winchester 101 (Civil Rights in Winchester), and Upcoming Events. [Listen](#)
- Introduced the newest member of the [City's Service League](#) (joining Michael Recycle): The Snowman. The Snowman was inspired by the City's Public Works Division Manager, Justin Hall.
- Began planning year of events and community outreach activities with the Police Department.
- Outlined new true crime podcast that will be hosted by Lt. Amanda Behan of the WPD. The podcast will be called *Defrost* and will cover an unsolved 1975 murder in its first season; plan to premiere in March 2020 pending approvals.
- Designed artwork for *Defrost* podcast.
- Continued researching new website options.
- Held second [INSIGHT Citizen's Academy](#) session: Budget.
- Created 2019 stat sheet for the Fire Department and posted on social media.
- Created sever weather alert graphic for Emergency Management and posted on social media.
- Filmed a short promo video for the Rouss Review with host Barry Lee and posted on social media.
- Captured drone footage for the next Public Services safety video and continued editing.
- Created waveform videos of the podcast and Winchester 101 segment to post on YouTube and Ch 6.
- Met with the Fire Department about National Heart Month (February) and planned videos and events to engage with the public about hands only CPR.
- Promoted City's Martin Luther King, Jr. holiday schedule on social media and via the City's [notification system](#).
- Met with social services staff about upcoming awareness month promotions and creating new staff onboarding videos.
- Met with Emergency Management staff and City Engineer about updating floodplain information on the City's website and promoting VA Flood Awareness Week.
- Participated in an IPAWS webinar about new requirements for monthly testing.
- Attended two meetings with Public Services staff regarding refuse/recycling program research.

311 Requests Received	#
FOIA	5
New Recycling Bin	1
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	1
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	-
Stormwater Drainage Issue	-
Pothole	1
Street Light Out	1
Tall Grass	1
Water/Sewer Service	-
Citibot	1
Total/YTD	11/27

Date	City Press Releases
1/14	City to observe Martin Luther King, Jr. Day - read
1/15	Mayor presents inaugural Excellence Award to two Winchester residents - read
1/16	City Manager resigns to accept position closer to family - read
Date	Articles in <i>The Winchester Star</i>
1/11	Winchester man gets 40 years for Elks Lodge killing
	Commentary Open Forum In Winchester...
1/13	Berryville council to consider gun rights resolution
	Survey respondents support indoor aquatics facility
1/14	If a student faces traumatic event at home, city police can notify school
	Official: Beams for Crossover bridge to go up this month
1/15	City doesn't adopt gun rights resolution
1/16	Homicide suspect had history of abuse
	Personal property tax rate may stay the same
	Council: 2nd Amendment resolution unnecessary
1/17	Freeman stepping down as city manager
	Our Views: The eye of the beholder
	Upcoming campaign aims to bolster local tourism

Support Services

Innovation & Information Services

- Mapped new or remapped parcels in the GIS system.
- Met with Commissioner of the Revenue to determine process for creating a land use dataset from CAMRA real estate database.
- Updated Pictometry Data Layers – Parcel, streets, and addresses.
- Overlaid inspection district maps on top of rental inspection areas for Inspections in GIS maps.
- Created new Wireless network and completed network connectivity for gas monitor at Woodstock facility.
- Worked on next steps for open Personal Property fixes and enhancements.
- Assisted Treasurer with billing final 2019 semi-annual bills for new items since August.
- Began working with OpenGov's new method of uploading data to the City's new OpenData Portal.
- Updated email Blacklist settings for suspicious domain targeting City users.

Help Desk Requests	Count	Closed
Account Management	17	29
Applications	25	40
GIS	5	5
Hardware	17	23
Information Only	15	14
Infrastructure	10	17
No Action Required	11	11
Not Assigned	22	0
Procurement/Disposal	1	2
Reporting	0	0
Research	0	0
Total	123	141